



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
January 2, 2013

7:00P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director – Bill Pease • Director - Mark Simon • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday January 2, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. BOARD OFFICERS APPOINTMENT & DISTRICT REPRESENTATIVE COMMITTEE POSITIONS

1. Nominate & Appoint District Board Positions for the 2013 Year
2. Appointment of Board Members to District Representative Committee Positions

D. PRESENTATIONS

E. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Fire District Report
4. East Contra Costa Fire Protection District Report
5. Supervisor Mary Piepho, District III Report

F. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

***These meetings are held Quarterly*

G. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous regular meeting dated December 19, 2012
2. Approve Register of District Invoices
3. Board of Supervisors Reorganization Luncheon 2013
4. Adopt and Approve Resolution No. 2013-01 Establishing an Introductory Period Policy for Newly Hired Employees
5. Modification to the approved Holiday Schedule for 2013

H. NEW BUSINESS AND ACTION ITEMS

1. Funding considerations and allocation of funds associated with the purchase of the Discovery Bay Athletic Club Property
2. Measure WW Local Grant Program Project Application for the acquisition of real property designated for future Community Center location
3. Introduction of DRAFT "Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks" and possible action
4. Agency Comment Request – Home Occupation Use Permit Application – Stephen Wilson (LP12-2143)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

J. MANAGER'S REPORT

1. Update on County Park Transfer
2. Update on Landscape Maintenance Contracts
3. Faded Street Signs

K. GENERAL MANAGER'S REPORT

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES

N. CORRESPONDENCE – Discussion and Possible Action

1. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2121 dated December 20, 2012
2. S – Letter to the Contra Costa County Department of Conservation and Development regarding County File Number LP12-2139 dated December 20, 2012
3. S – Letter to Honorable Supervisor Piepho regarding the Proposed Contra Costa County Land Use Home Occupation Permit Process Modification dated December 20, 2012

O. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Community Center PRR Dated 11.20.12 – Request date December 14, 2012
2. Request from William Richardson – Community Center – Discovery Bay Athletic Club Purchase – Request date December 21, 2012

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting on January 16, 2013 starting at 7:00 p.m. at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation For
Agenda Item # C-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Appointment of Board Members to District Representative Committee Positions

Recommended Action

It is recommended that the Board President, with concurrence by the Board, appoint District Representatives to Committee positions for 2013

Executive Summary

Pursuant to the Bylaws of the Town of Discovery Bay, Article IV Section 2, A 4, the Board President "Shall appoint such committees and other working groups as confirmed by the Board."

On September 5, 2012 the Board revised the committee structure and segregated those committees that are regional in nature from those that are specific only to the Town of Discovery Bay (TODB).

Each of the Regional appointments has a primary appointee and an alternate appointee. The TODB subcommittees include 2 members and each member is a member of the particular subcommittee.

Annually, and as necessary, the Board President makes appointments to regional committees as well as the TODB's subcommittees with the confirmation by the entire Board. These appointees serve the District on a wide variety of committees, other agencies and subcommittees and report back to the entire Board on the activities of those meetings.

At this time, there are 9 positions to be appointed as a Primary representative and an additional 9 positions to be assigned as Alternates. There are also 8 Subcommittees that will necessitate the appointment of 2 Board Members to each of those Subcommittees. A complete listing of the Regional Committees as well as the Board Subcommittees, and a description of each, is attached as a part of this report.

It is appropriate to make the Representative appointments in a timely manner.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

September 5, 2012 Committee restructuring

Attachments

District Representative Listing for 2012

AGENDA ITEM: C-2

Town of Discovery Bay CSD Board of Directors		
District Representative Listing for 2012*		
Approved / Updated September 5, 2012		
REGIONAL COMMITTEE APPOINTMENTS		
Committee Name	Director Appointed	Alternate
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Mark Simon	Jim Mattison
Contra Costa Special Districts Association	Kevin Graves	Mark Simon
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCO Liaison	Jim Mattison	Mark Simon
Police Services (P6 Committee)	Ray Tetreault	Mark Simon
School District Representative/Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Kevin Graves	Jim Mattison
BOARD SUBCOMMITTEE APPOINTMENTS		
Committee Name		
Budget Subcommittee	Mark Simon	Ray Tetreault
Communications Subcommittee	Kevin Graves	Jim Mattison
Community Center Subcommittee	Chris Steele	Jim Mattison
Investment Oversight Subcommittee	Chris Steele	Mark Simon
Landscaping Subcommittee	Mark Simon	Ray Tetreault
Park and Recreation Subcommittee	Jim Mattison	Kevin Graves
Public Financing Authority Subcommittee	Kevin Graves	Ray Tetreault ⁱ
Water & Wastewater Subcommittee	Ray Tetreault	Kevin Graves

* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

ⁱ Mark Simon is back up to Ray Tetreault

SCOPE OF FUNCTIONS
REGIONAL COMMITTEE APPOINTMENTS
Contra Costa County Aviation Advisory Committee: This involves attending meetings of this committee to discuss airport operations and activities.
Contra Costa County Code Enforcement: This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.
Contra Costa Special Districts Association: This involves attending meeting of the Contra Costa Special Districts Association.
East Contra Costa County Fire Protection District Liaison: This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.
East County Water Management Agency: This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.
LAFCO Liaison: This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.
Police Services (P6 Committee): This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.
School District Representative Liaison: This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.
Regional Transportation Agencies: This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

BOARD SUBCOMMITTEE APPOINTMENTS

Budget Subcommittee: The Budget Subcommittee works with staff in the development of the District's annual Operating and Capital Improvement Program Budgets. The subcommittee may also meet periodically through the year to review existing budgets or to meet with staff to address budgetary issues.

Communications Subcommittee: The Communications Subcommittee is tasked with assisting in various methods of communication in which the Town of Discovery Bay communicates its activities, information, and mission to the public.

Community Center Subcommittee: The Community Center Subcommittee works on the planning and future development of the Community Center. This may involve meetings with public officials, public employees, Town staff and developers concerning issues involving the Community Center project.

Investment Oversight Subcommittee: The Investment Oversight Subcommittee is responsible, working with staff and financial advisors (when applicable) on making recommendations regarding the District's investment portfolio that are consistent with the District's Investment Policy.

Landscaping Subcommittee: The Landscaping Subcommittee works with staff on making recommendations involving all landscape areas within the Town's jurisdiction.

Park and Recreation Subcommittee: The Park and Recreation Subcommittee meets with staff on park and recreation functions of the District.

Public Financing Authority Subcommittee: The Public Financing Authority Subcommittee meets with staff, consultants, legal counsel, and other necessary individuals regarding the issuance of municipal debt of the Public Financing Authority on an as necessary basis.

Water and Wastewater Subcommittee: The Water and Wastewater Subcommittee meets with staff, contractors, engineers, and other necessary individuals regarding matters pertaining to the Town's Water and Wastewater operations.



No Back Up
Documentation For
Agenda Item # D



No Back Up
Documentation For
Agenda Item # E



No Back Up
Documentation For
Agenda Item # F



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director – Bill Pease • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY CSD
Wednesday December 19, 2012
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

Roll Call – All Present

Oath of Office of Board Member's, Bill Pease, Mark Simon, and Ray Tetreault

General Manager Howard – Administered the Oath of Office of Board Member's Bill Pease, Mark Simon, and Ray Tetreault

Satinder malhi from Senator DeSauliner's Office – Congratulated the newly elected Board Members

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

C. PRESENTATIONS

1. Recognition of the Orin Allen Youth Rehabilitation Facility – For their Efforts Associated with the Clipper Drive Landscape Enhancement Project

General Manager Howard – Provided details of item C-1

Parks and Landscape Manager Perez – Described the project and described the support and participation of the Byron Boys Ranch associated with the project.

President Steele - Presented awards and certificates to the Orin Allen Youth Rehabilitation Facility representatives on behalf of the Town of Discovery Bay

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

President Steele – Provided the report and details of the Byron Union School District meeting dated December 6, 2012

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT Minutes of previous special meeting dated November 29, 2012

2. DRAFT Minutes of previous special meeting dated December 4, 2012

3. DRAFT Minutes of previous special meeting dated December 5, 2012

4. DRAFT Minutes of previous regular meeting dated December 5, 2012

5. Approve Register of District Invoices

6. Adopt Resolution No. 2012-30 Assigning Check Signing Signature Authority

7. Annual "State of the Town" Chamber of Commerce Event for 2013

Motion by: Director Simon to approve the Consent Calendar

Director Pease – Pulled item E-7

Motion amended by: Vice-President Graves to approve the Consent Calendar except for item E-7

Second by: Vice-President Graves

Vote: Motion Carried: AYES: 5, NOES: 0

There was discussion within the Board regarding item E-7

Motion by: Vice-President Graves to approve item E-7 which would include the cost for the Board, no spouse, and no stipend to attend

Second by: Director Simon

Vote: Motion Carried: AYES: 5, NOES: 0

F. NEW BUSINESS AND ACTION ITEMS

1. Board Member Compensation

General Manager Howard – Provided details of item F-1

There was discussion within the Board

Motion by: Vice-President Graves to make a one-time increase to the stipend to compensate for the previous ten years and then move to the future without an automatic mechanism – and also propose an increase in stipend to \$125.00 per meeting, to be limited to six meetings per month

Motion by: Director Pease to increase the stipend to \$115.00 with no automatic increase

Motion withdrawn by: Vice-President Graves

Second by: Vice-President Graves

Vote: Motion Carried: AYES: 3 – President Steele, Vice-President Graves, Director Pease, NOES: 2 – Director Simon, Director Tetreault

2. Proposed Contra Costa County Land Use Home Occupation Permit Process Modification

General Manager Howard – Provided details of item F-2

There was discussion between the General Manager, Legal Counsel, and the Board

Motion by: Vice-President Graves to direct Staff to put together a letter stating the concerns addressed (safety, hazardous material, and traffic,) executed by President Steele and sent to the County

Second by: Director Simon

Vote: Motion Carried: AYES: 5, NOES: 0

3. Agency Comment Request – Home Occupation Use Permit Application – Robert Mankin (LP12-2121)

General Manager Howard – Provided details of Item F-3

Motion by: Vice-President Graves to direct Staff to send a letter to the County stating no comment

There was discussion between the General Manager and the Board

Motion withdrawn by: Vice-President Graves

Motion by: President Steele to direct Staff to put together a letter stating the concerns with no hazardous material and traffic and send to the County

Second by: Director Pease

Vote: Motion Carried: AYES: 5, NOES: 0

4. Agency Comment Request – Home Occupation Use Permit Application – Jenny Slack (LP12-2139)

General Manager Howard – Provided details of item F-4

Motion by: Director Pease to direct Staff to put together a letter stating the concerns with no hazardous material, traffic, and no laundering and send to the County

Second by: Director Tetreault

Vote: Motion Carried: AYES: 5, NOES: 0

5. Well 1B Source Capacity Upgrade

General Manager Howard – Provided details of item F-5

There was discussion between the General Manager, the Veolia Project Manager, and the Board

There was one Public Comment Speaker

Motion by: Director Tetreault to approve \$32,675.00 for this Project

Second by: Director Pease

Vote: Motion Carried: AYES: 5, NOES: 0

G. VEOLIA REPORT

Project Manager Berney Sadler – Provided the details of the October and November Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board. The General Manager and the Board complimented Project Manager Berney Sadler for his promotion.

President Steele – Stated that there will be a five minutes recess

H. MANAGER'S REPORTS

1. Update on Commercial Water User Accounts

General Manager Howard – Provided details of item H-1

There was discussion between the General Manager, the Board, and the Finance Manager

I. GENERAL MANAGER'S REPORT

1. Scheduling of Board Workshop – Discussion and Possible Action

General Manager Howard – Provided details of item I-1

There was discussion between the General Manager and the Board. The General Manager and the Board have tentatively scheduled the Board Workshop for February 23, 2013

2. Community Center Update – Discussion and Possible Action

General Manager Howard – Provided details of item I-2

There was discussion between the General Manager and the Board

General Manager Howard – Wanted to wish everyone Happy Holidays and informed every one of the office Closure – December 24, 2012 and December 25, 2012 along with December 31, 2012 and January 1, 2013.

J. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Wished everyone Happy Holidays

K. COMMITTEE UPDATES

None

L. CORRESPONDENCE-Discussion and Possible Action

1. R – East Contra Costa Fire Protection District meeting minutes dated October 1, 2012

2. R – Contra Costa Local Agency Formation Commission letter regarding the completion of sewer service for the Farnholz Property

M. PUBLIC RECORD REQUESTS RECEIVED

1. Request from William Richardson – Unidentified Addenda – Request date December 4, 2012

N. FUTURE AGENDA ITEMS

None

O. ADJOURNMENT

The meeting adjourned at 8:34 p.m. to the next Regular meeting of January 2, 2013 starting at 7:00 p.m.

//cmc – 12.20.12

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 02, 2013

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$84,695.11

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

AGENDA ITEM: G-2

Request for authorization to pay invoices (RFA)
For the Meeting on January 02, 2013
Town of Discovery Bay CSD
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Accountemps	36930041	Office Temp for Week ending 12/07/12	12/13/12	\$720.00
Bill Pease	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$100.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$200.00
Brut Force Janitorial	12	Janitorial Service Dec 2012 (Z57,61)	12/04/12	\$50.00
Chris Steele	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$500.00
Croce & Company	1118918	Consulting Service for Year End June 2012	11/30/12	\$6,045.00
Delta Debris Box Service	754773	Debris Box 20YD, 11/13/12 & 11/26/12 (Z61)	11/30/12	\$232.51
Kevin Graves	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$600.00
Kevin Graves	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$57.72
Mark Simon	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$400.00
Neopost (Postage Account)	7900044908384658/12	Postage	12/07/12	\$136.51
Office Depot	634100666001	Office Supplies	11/27/12	\$55.15
Ray Tetreault	Exp Report Dec 2012	Expense Report Dec 2012	12/19/12	\$400.00
ReliaStar Life Insurance Company	JR52 457(B) DEC-JAN	457(b) 12/16/12-01/15/13	12/16/12	\$2,840.72
Ross Recreation Equipment Co., Inc.	92646	Slifer Park Playground Parts (Z61)	12/10/12	\$90.11
SDRMA	12233	Ancillary Benefits Jan 2013	12/20/12	\$64.64
Town of Discovery Bay	9-900-000-012-0.01	Water Bill 10/16/12-11/15/12	11/15/12	\$40.10
Verizon Wireless	1141402657	Cell Phone Charges Nov 2012	11/26/12	\$162.06
		Administration	Sub-Total	\$12,694.52
Water				
American Retrofit Systems	268	Install Outlet Next to Data Jack	12/03/12	\$50.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$25.00
Golden State Flow Measurement, Inc	I-036685	Nicor Conn. Quantity 100	12/13/12	\$595.38
J.W. Backhoe & Construction, Inc.	1761	Leak Discovery Pt	10/17/12	\$2,942.05
J.W. Backhoe & Construction, Inc.	1804	Shoulder Line Clipper Dr	12/06/12	\$309.25
J.W. Backhoe & Construction, Inc.	1807	Concrete at Riverlake & Discovery Pt	12/07/12	\$1,225.29
J.W. Backhoe & Construction, Inc.	1810	Leak of Discovery Point	12/13/12	\$2,691.15
Luhdorff & Scalamanini	28320	Well 6 Testing/Treatment	11/30/12	\$1,155.00
Pacific Gas & Electric	29437218075/1212	Electric & Gas Charge 11/07/12-12/10/12	12/10/12	\$14,047.99
ReliaStar Life Insurance Company	JR52 457(B) DEC-JAN	457(b) 12/16/12-01/15/13	12/16/12	\$581.19
Verizon Wireless	1141402657	Cell Phone Charges Nov 2012	11/26/12	\$140.80
		Water	Sub-Total	\$23,763.10
Wastewater				
American Retrofit Systems	268	Install Outlet Next to Data Jack	12/03/12	\$75.00
American Retrofit Systems	273	Hook up Generator to Run Clarifier 3, Rewire	12/07/12	\$2,022.00
American Retrofit Systems	274	WWTP1, trace out wires and disconnect air Comp.	12/12/12	\$200.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$25.00
J.W. Backhoe & Construction, Inc.	1808	Manhole repair Cabrillo Pt	12/07/12	\$852.00
Pacific Gas & Electric	73121157587	Electric & Gas Charge 11/07/12-12/10/12	12/12/12	\$24,083.04
ReliaStar Life Insurance Company	JR52 457(B) DEC-JAN	457(b) 12/16/12-01/15/13	12/16/12	\$220.79
Verizon Wireless	1141402657	Cell Phone Charges Nov 2012	11/26/12	\$86.29
		Wastewater	Sub-Total	\$27,564.12
Community Center				
		Community Center	Sub-Total	\$0.00
			Grand Total	\$64,021.74

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 02, 2013
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	275	Repair Wiring on Utility Trailer	12/12/12	\$75.00
American Retrofit Systems	276	Repair Wiring at Cornell Park	12/12/12	\$250.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$25.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$310.00
Delta Debris Box Service	754773	Debris Box 20YD, 11/13/12 & 11/26/12 Cornell Park	11/30/12	\$660.11
Delta Debris Box Service	754773	Debris Box 20YD, 11/13/12 & 11/26/12	11/30/12	\$235.51
Gates & Associates	34355	Cornell Park Solar Lighting	12/04/12	\$3,414.60
Office Depot	634100666001	Office Supplies	11/27/12	\$122.79
Pacific Gas & Electric	08692589941/1212	Electric & Gas Charge 11/06/12-12/07/12	12/07/12	\$543.68
Pacific Gas & Electric	59397344215/1212	Electric & Gas Charge 11/15/12-12/14/12	12/14/12	\$6,264.27
Valley Crest Landscape	4135384	Landscape Maintenance Dec 2012	12/10/12	\$8,457.00
Verizon Wireless	1141402657	Cell Phone Charges Nov 2012	11/26/12	\$68.14
			Total	\$20,426.10

Request For Authorization To Pay Invoices (RFA)
For the Meeting on January 02, 2013
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/12 - 6/13

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
American Retrofit Systems	275	Repair Wiring on Utility Trailer	12/12/12	\$75.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$25.00
Brut Force Janitorial	12	Janitorial Service Dec 2012	12/04/12	\$25.00
Pacific Gas & Electric	04033779523/1212	Electric & Gas Charge 11/06/12-12/06/12	12/07/12	\$54.13
Verizon Wireless	1141402657	Cell Phone Charges Nov 2012	11/26/12	\$68.14
			Total	\$247.27



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Board of Supervisors Reorganization Luncheon 2013

Recommended Action

Authorize member of the Board of Directors to attend the Board of Supervisors Reorganization and authorize payment of a stipend for attending the event

Executive Summary

Each year, the Contra Costa County Board of Supervisors conducts its Board of Supervisors Reorganization and Board Chair installation and luncheon. This year's reorganization and luncheon will take place on Tuesday January 8, 2013. The reorganization is open to the public and will take place at 9:00 a.m. in the Board of Supervisors Board Room. However, only Vice President Graves has been invited by Supervisor Glover to attend this year's luncheon.

CSD Law (GC§61047 (e)(3)) qualifies attendance of a Board Member at this type of event as a qualifying stipend activity if the following takes place: "Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing."

Depending on the number of Board Members who choose to attend the Board of Supervisors Reorganization meeting, the cost to attend the event will be the cost of the stipend (\$100.00), plus any reimbursed mileage. In addition, the cost of the luncheon is \$50.00.

Fiscal Impact:

Amount Requested Approximately \$100.00/Board Member and \$50.00 @1 for the luncheon.
Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

AGENDA ITEM: G-3



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Adopt and Approve Resolution No. 2013-01 Establishing an Introductory Period Policy for Newly Hired Employees

Recommended Action

Adopt Resolution No. 2013-01 Establishing a 180 Day Introductory Period for Newly Hired Employees

Executive Summary

The Town of Discovery Bay has historically hired new employees through the utilization of a temporary staffing agency. The benefits of this method of hiring provide staff with the ability to assess an employee's capabilities over a period of time. When staff is comfortable that the employee has demonstrated a knowledgeable understanding of the position, the individual is then transitioned from the temporary agency to the District's payroll. The drawback to this process is that the District is paying a premium above the hourly rate that the employee is earning. Additionally, some temporary staffing agencies charge their client a separation fee if the employee is hired into a full time regular position with their client.

At this time, the District does not have an Introductory Period Procedure for newly hired employees. Subsequently, staff recommends that the Town of Discovery Bay establish a 180 Day Introductory Period for new hires by adopting Resolution No. 2013-01.

Fiscal Impact:

Amount Requested \$
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Resolution 2013-01

AGENDA ITEM: G-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING A 180 DAY INTRODUCTORY
PERIOD FOR NEWLY HIRED EMPLOYEES**

WHEREAS, Town of Discovery Bay Community Services District does not have an established introductory period for newly hired employees; and

WHEREAS, industry "best practices" recommend a time period of an established duration for employers to assess the job functions and the necessary skills of newly hired employees; and

WHEREAS, a 180 day Introductory Period for newly hired employees is an appropriate period of time for a new hire evaluation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a newly hired employee's first 180 days of employment are an Introductory Period and is considered a continuation of the employment selection process.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 2nd day of January 2013 by the following vote:

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 2, 2013, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager

Agenda Title

Modification to the approved Holiday Schedule for 2013

Recommended Action

Receive and File

Executive Summary

This past Christmas and New Year's days fell on a Tuesday. The District's regular annual holiday schedule includes December 24 and 25 and January 1 as paid holidays. It does not, however, include December 31 as a paid holiday. A copy of the District's authorized Holiday Schedule for 2013 is attached.

The Board of Directors previously authorized offering to District staff to take as a paid holiday December 31, 2012. In exchange for that paid holiday, the employees of the District have all agreed to forego for 2013 the one-floating holiday that they receive each year to be taken within two weeks on either side of their birthday.

Due to the timing of the holidays, the switch in days took place for two primary reasons; one, to exchange a very unproductive day (December 31, 2012) for a productive day (a regular business day); and two, this provides a four day weekend, which was desirable for staff. Also, many businesses, and the District is no exception, operate at less than full staffing during this period as employees take time off to be with their families. The exchange of days for 2013 is a one-time exception and is not ongoing past 2013.

This action is being brought to the Board at this time to memorialize the switch in holidays for the 2013 year.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

2013 Authorized Holiday Schedule

AGENDA ITEM: G-5



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director – Bill Pease • Director - Mark Simon • Director - Ray Tetreault

Memo

To: Town of Discovery Bay Community Services District Employees

From: Calista Anderson/Town of Discovery Bay CSD

Date: December 11, 2012

Re: List of Paid Holidays for the 2013 Year (**REVISED**)

Dear Employees:

Please find below the REVISED list of our paid Holidays for the 2013 calendar year for your records. Please notice that the “One Floating Holiday” has been traded for **New Year’s Eve, Monday, December 31, 2012**. For the 2013 year, there will be NO “Floating Holiday” since we traded it for New Year’s Eve Day in 2012.

New Year’s Day	Tuesday, January 1, 2013
Martin Luther King, Jr. Day	Monday, January 21, 2013
President’s Birthday	Monday, February 18, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Veteran’s Day	Monday, November 11, 2013
Thanksgiving Day	Thursday, November 28, 2013
Friday following Thanksgiving	Friday, November 29, 2013
Christmas Eve	Tuesday, December 24, 2013
Christmas Day	Wednesday, December 25, 2013
One Floating Holiday	Received Holiday on December 31, 2012 for <u>New Year’s Eve</u>

If you have any questions, please feel free to come see myself or Rick.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Funding considerations and allocation of funds associated with the purchase of the Discovery Bay Athletic Club property

Recommended Action

That the Town of Discovery Bay utilize \$200,000.00 from the Town's Water and Wastewater Fund, \$400,000.00 from Measure WW Grant Funds and \$210,000.00 from the Zone 8 Fund balance to acquire the 7.39 +/- acre portion of the Discovery Bay Athletic Club property

Executive Summary

The Town of Discovery Bay is currently in escrow to purchase an approximate 7.39 +/- acre portion of the 10.24 acre +/- Discovery Bay Athletic Club for a Discovery Bay Community Center. Besides recreational facilities and Community Center activities, it is also anticipated that all District offices will be included in any new facility constructed on that site. The Delta Community Presbyterian Church (DCPC) is in a concurrent and parallel escrow to acquire the balance of the property for future Church and School expansion purposes.

The entire property was appraised at \$1.2 million. The proportionate cost share of the parcels is \$810,000.00 for the District's parcel and \$390,000.00 for the Church parcel.

Staff recommends that the District's portion of the site be financed through any combination of the following funds:

Water and Wastewater (@ ECC Bank)	\$530,000.00
Community Center Fund	\$453,600.00
L&L Zone 8 Fund Balance	\$926,900.00
Measure WW	\$400,000.00

The Community Center Subcommittee has reviewed the various options and recommends that the purchase price of \$810,000.00 be allocated by using \$200,000.00 from the Town's Water and Wastewater Fund, \$400,000.00 from Measure WW Grant Funds and \$210,000.00 from the Zone 8 Fund balance. The application process for the Measure WW funds is from January 1, 2013 through March 31, 2013. A separate report authorizing the submittal of an application to the East Bay Regional Parks District for the WW Grant Funds is also on tonight's agenda. Until such time as the WW monies become available, it will be necessary for the Zone 8 Fund balance to cover those costs until such time as the Measure WW funds are released

Fiscal Impact:

Amount Requested \$ N/A
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Purchase and Sale Agreement

Attachments

Local Grant Program Description

AGENDA ITEM: H-1

II. LOCAL GRANT PROGRAM DESCRIPTION

Amount of Funds Available

\$125,000,000 has been allocated for the Local Grant program. There are no matching requirements for the Local Grant program.

Allocations

See APPENDIX L - Program Allocation by Agency for allocations.

Eligible Applicants

- Cities
- Special Park and Recreation Districts
- County Service Areas established to provide parks and recreation services
- EBRPD retains project selection authority for unincorporated areas in Alameda County and Contra Costa County. The counties will have the first opportunity to propose projects for the unincorporated areas of the county pending approval of project selection by the Board. The Board will select projects that best meets the needs of the unincorporated areas and insures equitable geographic distribution of funds. Neighboring agencies with projects that serve the unincorporated area are encouraged to work with the counties in proposing projects.
- Other government agencies with the approval of the Board

Eligible Projects

Capital Projects that will provide lands and facilities for recreational activities and services and historic preservation are eligible. Projects must be consistent with the Grantee's park and recreation element of the general plan or appropriate parks and recreation planning document. Public art projects are eligible as long as they are in or adjacent to a parks and recreation facility. The following types of Capital Projects are eligible for grant funding:

- Acquisition (fee title or permanent easement for public access projects)
 - For land acquisition project applicants must submit a copy of the land agreement and appraisal if applicable for District approval prior to acquisition.
- Development (including renovation of recreational facilities)

The following types of projects are ineligible for grant funding:

- Libraries
- Street and highway beautification
- Master Plans
- Public art not associated with a parks & recreation facility
- Maintenance Equipment Purchase (trucks, mowers, tractors, etc.)
- Non-fixed equipment (removable soccer goals, portable air conditioners, etc.)
- Recreational programming and staffing
- Normal maintenance and repairs expected to last less than 25 years. (The District shall make the final determination regarding expected project life.)



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Measure WW Local Grant Program Project Application for the acquisition of real property designated for future Community Center location

Recommended Action

Approve and authorize Staff to complete, execute and file the WW Grant Project Application and supporting documents for the acquisition of real property located at 1601 Discovery Bay Boulevard (future Community Center site) for an amount not to exceed \$400,000.00

Executive Summary

In June of 2010, the Town of Discovery Bay entered into a Master Agreement with East Bay Regional Park District which outlined available funding to Discovery Bay and identified procedures on application for grant funds through the Measure WW Local Grant Program. The grant funds can be used for acquisition or development of neighborhood, community, and regional parks and recreation lands and facilities.

In 2011, the Board authorized staff to apply for \$111,648.69 of the available funds for the Cornell Park Playground Replacement Project. The project application was approved and has been fully reimbursed by the WW Grant. This leaves \$468,804.31 of available funding through the Grant Program.

Staff requests Board approval to complete, execute and file an application (and supporting documents) for WW Grant funds for the acquisition of real property located at 1601 Discovery Bay Boulevard for the future Community Center Project, for a total not to exceed \$400,000.00. The deadline to submit a project application to East Bay Regional Park District (EBPRD) is March 31, 2013. It should be noted that the Town of Discovery Bay will have to pay all costs associated with the purchase upfront. Applications for reimbursement will be submitted with required documentation after initial payments have been made and the EBPRD has approved the Project Application.

Fiscal Impact:

Amount Requested \$400,000.00 (to be reimbursed with WW Grant approval)
Sufficient Budgeted Funds Available?: Yes
Proj/Fund # Zone # 8 Category: Reserves

Previous Relevant Board Actions for This Item

Approval of Resolution 2010-02 (Approval to enter into Contract with East Bay Regional Parks District for Measure WW Grant funds)

March 03, 2010

Approval of Master Contract with East Bay Regional Park District on Measure WW Park Bond - June 02, 2010

Attachments

Measure WW Local Grant Program – Draft Project Application

AGENDA ITEM: H-2

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM**

Applications Accepted February and March each year.

PROJECT APPLICATION

PROJECT NAME	AMOUNT OF GRANT REQUESTED	\$400,000.00
Discovery Bay Community Center Property Purchase	Estimated TOTAL PROJECT COST <i>(Grant and other funds)</i>	
GRANT APPLICANT (Agency and Address) Town of Discovery Bay CSD 1800 Willow Lake Rd. Discovery Bay, CA 94505	PROJECT ADDRESS 1601 Discovery Bay Blvd. Discovery Bay, CA 94505	
Expected Date of Completion:		2/28/2013

Grant Applicant's Representative Authorized in Resolution

Rick Howard / General Manager	rhoward@todb.ca.gov	925-634-1131
Name / Title	E-mail Address	Phone

Person with grant administration responsibility for Project *(if different from authorized representative)*

Fairin Perez / Parks & Landscape Manager	fperez@todb.ca.gov	925-634-1733
Name / Title	E-mail Address	Phone

Scope of Work:
Purchase of real property located at 1601 Discovery Bay Blvd., Discovery Bay, CA. For use as future Community Center.

<p>For Dev. Projects Land Tenure – _____ Acres</p> <p>Acres owned in fee simple by Grant Applicant _____</p> <p>Acres available under an permanent easement _____</p> <p>Acres available under a lease _____</p> <p>Other (explain) _____</p>	<p>For Acquisition Projects:</p> <p>Acres to be acquired in fee simple. (Provide purchase agreement and appraisal for approval prior to acquisition.) _____</p> <p>Acres to be acquired under public access easement. (Provide copy of easement for approval prior to acquisition.) _____</p> <p>Other (explain) _____</p>
---	--

I certify that the information contained in this Project application is accurate and I further certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, park district and recreation plan, or appropriate recreation planning document.

Fairin Perez	Parks & Landscape Manager
Application Submitted by	Title
Date	



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Fairin Perez, Parks & Landscape Manager
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Introduction of DRAFT "Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay adopting Rules & Regulations Governing Parks" and possible action

Recommended Action

Accept the Draft form of Ordinance No. 22 and designate Neumiller & Beardslee to prepare a summary, which will then be published in a county newspaper of general circulation at least five days before the Board Meeting set for the Ordinance adoption

Executive Summary

On April 20, 2011, the Town of Discovery Bay Community Services District Board of Directors approved and adopted a set of Park Rules and Regulations which applied to District owned and maintained parks. These rules and regulations defined procedures for reservations and identified permitted and prohibited uses within the parks. The prohibited uses have never been adopted into Ordinance form. Without adoption of an Ordinance, the Park Rules & Regulations cannot be enforced by local law enforcement.

Staff is introducing a copy of the draft Ordinance relating to the existing Park Rules & Regulations for Board review and consideration. This Ordinance would apply only to parks owned and maintained by the Town of Discovery Bay, which include: Cornell Park, Roberta Fuss Tot Lot and Ravenswood Park. All other parks within Discovery Bay are currently owned by Contra Costa County. If approved, the Board would authorize for the preparation of a summary of the Ordinance. This summary would then be published in a newspaper of general circulation no later than five days prior to the Board Meeting set for the Ordinance's adoption.

It is anticipated that the Ordinance will be adopted on January 16, 2013.

Fiscal Impact:

Amount Requested \$500.00 Sufficient Budgeted Funds Available?: Yes
Proj/Fund # Zone # 8 & 9 Category: Operating - Code 2190

Previous Relevant Board Actions for This Item

April 20, 2011 - Approval & Adoption of:

Town of Discovery Bay Park Reservation & Use Permit Application, dated 04.13.11
Town of Discovery Bay Park Reservation & Rental Fee Schedule, dated 04.13.11
Town of Discovery Bay Park Usage & Rental Policy, dated 04.13.11
Town of Discovery Bay Park Rules & Regulations, dated 04.13.11

Attachments

Draft Ordinance No. 22 – An Ordinance of the Board of Directors of the Town of Discovery Bay Adopting Rules and Regulations Governing Parks

AGENDA ITEM: H-3



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 22**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
ADOPTING RULES AND REGULATIONS GOVERNING PARKS**

Be it ordained by the Board of Directors of the Town of Discovery Bay as follows:

SECTION 1. The following definitions shall apply for this ordinance:

- a) "Park" means and includes all parks, riding and hiking trails, recreation areas, community centers, and any other property managed, controlled or owned, in whole or in part, by the Town of Discovery Bay, including structures thereon used, operated, or maintained for recreational purposes whether passive or active.
- b) "General Manager" means the General Manager of the Town of Discovery Bay or his or her designee.

SECTION 2. It is unlawful for any person to enter, remain, or loiter within the limits of any park managed, controlled, or owned by the Town of Discovery Bay, between one-half (½) hour after sunset to one-half (½) hour before sunrise the next day. This provision shall not apply to the entry upon park property in the course of duty of any peace officer or other duly authorized public employee.

SECTION 3. The following provisions shall apply to the use of motor vehicles within parks:

- 1) A person shall not operate motor bikes, motorcycles or other motor vehicles in any park except upon paved or improved roadways provided for that purpose or upon such paths or trails as designated by the General Manager.
- 2) A person shall not operate, drive or ride a motor vehicle of any kind on a park road at a speed in excess of fifteen (15) miles per hour, unless a different speed limit has been designated and posted.
- 3) No person shall stop or park a motor vehicle, trailer, motorcycle, trail bike, motor scooter, go-cart or other motor-driven wheeled conveyance, any place in a park except in areas designated for parking. When parking spaces are designated by lines, it is unlawful for the operator of any vehicle to stop, stand or park said vehicle other than in a regularly designated parking space, across any such line, or in such position that such vehicle shall not be entirely within the area so designated as a parking space. Nor shall any person park any vehicle in a manner that obstructs the free movement of other vehicles, nor shall any vehicle be parked in a manner which obstructs any gate, sidewalk, pedestrian crosswalk, or pedestrian walk-through. No person shall allow any such vehicle to remain within the boundaries of a park during the hours the park is closed except by permit from the General Manager. Any person driving any motor vehicle shall enter or exit a park at provided entry roads, paths or gates.
- 4) No person shall engage in the washing, cleaning, polishing, repairing, renovating, changing of fluids or painting of any motor vehicle, trailer or other wheeled conveyance or bicycle within a park.
- 5) This provision shall not apply to authorized emergency vehicles or other duly authorized maintenance vehicles.

SECTION 4. The following provisions shall apply to animals within a park:

- 1) A person shall not bring into a park any animal other than dogs or cats except as hereafter specifically provided or as otherwise permitted by the General Manager.
- 2) A person may bring and maintain in any park up to a total of two (2) dogs and/or cats, excluding "service dogs", if such dog or cat is kept on a leash or chain not to exceed six (6) feet in length and under immediate control of its owner or custodian.
- 3) Each person in control of a dog or cat shall promptly remove and dispose of, in a sanitary manner, excrement left by such dog or cat. Each person in control of a dog or cat shall be in possession of materials to remove excrement left by such dog or cat.

SECTION 5. Smoking is prohibited in parks. No person shall use in any park tobacco products of any kind, including, but not limited to, chewing tobacco, cigars and cigarettes.

SECTION 6. The consumption of alcoholic beverages is prohibited in parks. No person shall consume in any park any intoxicating liquor or dilutions of mixtures containing such intoxicating liquor.

SECTION 7. All parks are designated as drug-free zones pursuant to and within the meaning of Health and Safety Code Section 11380.5.

SECTION 8. The following provisions shall apply to noise and amplification of sound within a park:

- 1) Excessive noise is prohibited in parks. No person shall willfully make or cause to be made or continued any disturbing, excessive or unnecessary noise which disturbs the peace or quiet of persons present in the park or any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitivities.
- 2) Any person who wishes to electronically amplify sound during normal park hours must first obtain written permission from the General Manager. This prohibition shall not include the use of small portable radios as long as such radios are operated at such a volume as not to disturb other persons present in the park.
- 3) The prohibitions of this provision shall not apply to the use of any amplified sound by any peace officer or employee of the Town of Discovery Bay while engaged in the performance of his or her duties.

SECTION 9. A person shall not throw, leave, place, deposit or dispose of any garbage, refuse, waste paper, bottles or cans in any place in a park other than into a garbage can or other receptacle maintained therein for that purpose. Nor shall any person place any household garbage in any trash receptacle within a park.

SECTION 10. The following provisions shall apply to conduct within a park:

- 1) No person shall possess, discharge, or shoot any firearm, bow and arrow, slingshot, airgun, fireworks, or other devices potentially harmful to park visitors. The prohibition against firearms does not apply to a peace officer or a security guard engaged in the performance of his or her duties.
- 2) No person shall start or maintain fires in parks other than in "on-site" barbeque pits or personal portable barbeques within designated picnic areas. No person shall fail to extinguish live coals or fires before leaving the picnic area.
- 3) No person shall enter or trespass in any area, building or facility which is fenced and locked or enclosed and locked or is posted with a "No Trespassing" sign.
- 4) No person shall remove, cut, break, injure, disturb or deface in any way buildings, equipment, grounds or other facilities of any park.
- 5) No person shall cut or remove any wood, turf, rock, tree, flower, shrub, sand or gravel from any park.

SECTION 11. A person shall not enter, be or remain in any park unless he or she complies with all of the regulations set forth herein and with all other applicable laws, ordinances, rules and regulations.

Any violation of this ordinance is punishable as an infraction by a fine of \$250.00. Each person is guilty of a separate offense for each and every day of which any violation of any provision of this ordinance is committed and is punishable accordingly.

PASSED AND ADOPTED this 2ND day of January 2013 by the following vote:

Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on January 2, 2013 by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

January 2, 2013

Prepared By: Carol McCool, Administrative Assistant
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Agency Comment Request – Home Occupation Use Permit Application – Stephen Wilson (LP12-2143)

Recommended Action

As Necessary

Executive Summary

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Stephen Wilson for consideration to operate a home based business. The business is for a tax service business.

The home is located at 630 Topaz Court, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Agency Comment Request – LP12-2143

AGENDA ITEM: H-4

CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT
 COMMUNITY DEVELOPMENT DIVISION
 30 Muir Road
 Martinez, CA 94553-4601
 Phone: 925-674-7205
 Fax: 925-674-7258

TownOfDiscoveryBay CSD
 Received
 DEC 26 2012

Sew
 12/20/12
 2



AGENCY COMMENT REQUEST

Date _____

We request your comments regarding the attached application currently under review.

DISTRIBUTION

Building Inspection Grading Inspection

HSD - Environmental Health, Concord

HSD - Hazardous Materials

PW - Flood Control (Full Size)

PW - Engineering Services (Full Size)

Date Forwarded _____

PW - Traffic (Reduced)

PW - Special Districts (Reduced)

PW - APC Floodplain Tech (1st Floor)

Advance Planning

Housing Programs

Reclamation District # _____

CA Native American Heritage Commission

CA Fish & Wildlife, Region # _____

Fire District _____

Sanitary District _____

Water District _____

City of _____

School District _____

East Bay Regional Park District

MAC/TAC _____

Diablo Discovery Bay ~~Crocker~~ CSD

CDD-GIS

LAFCO

East CCC Habitat Conservancy (HCP/NCCP)

County Geologist

Airport Land Use Commission Staff (ALUC)

Community/Area Planner

Telecommunications Planner

Additional Recipients:

Please submit your comments as follows:

Project Planner Siman Gill

Phone # (925) 674. 7815

E-mail Simargeet.Gill@dcd.cccounty.us

County File # LP 12 - 2143

Prior to January 17, 2013

We have found the following special programs apply to this application:

Active Fault Zone

Flood Hazard Area, Panel # _____

60-dBA Noise Control

CA EPA Hazardous Waste Site

Mineral Rights Holder:

AGENCY: Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments: None Below Attached

Print Name _____

Signature _____ DATE _____

Agency phone # _____



CONTRA COSTA COUNTY
Department of Conservation & Development
Community Development Division

HOME OCCUPATION USE PERMIT APPLICATION

TO BE COMPLETED BY OWNER/APPLICANT

OWNER Name <u>Stephen Wilson</u>	APPLICANT Name <u>Stephen Wilson</u>
Address <u>630 Topaz Court</u>	Address <u>630 Topaz Court</u>
City, State/Zip <u>Discovery Bay CA 94505</u>	City, State/Zip <u>Discovery Bay CA 94505</u>
Phone <u>(925) 240-8285</u> email <u>wilsontaxpros@comcast.net</u>	Phone <u>(925) 240-8285</u> email

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs.
 Check here if billings are to be sent to applicant rather than owner.
 Owner's Signature Steph Wilson

By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.
 Applicant's Signature Steph Wilson

CONTACT PERSON (optional)

Name _____
 Address _____
 City, State/Zip _____
 Phone _____ email _____

Nature of business (attach supplemental statement if necessary):
Tax Services

↓ FOR OFFICE USE ONLY ↓

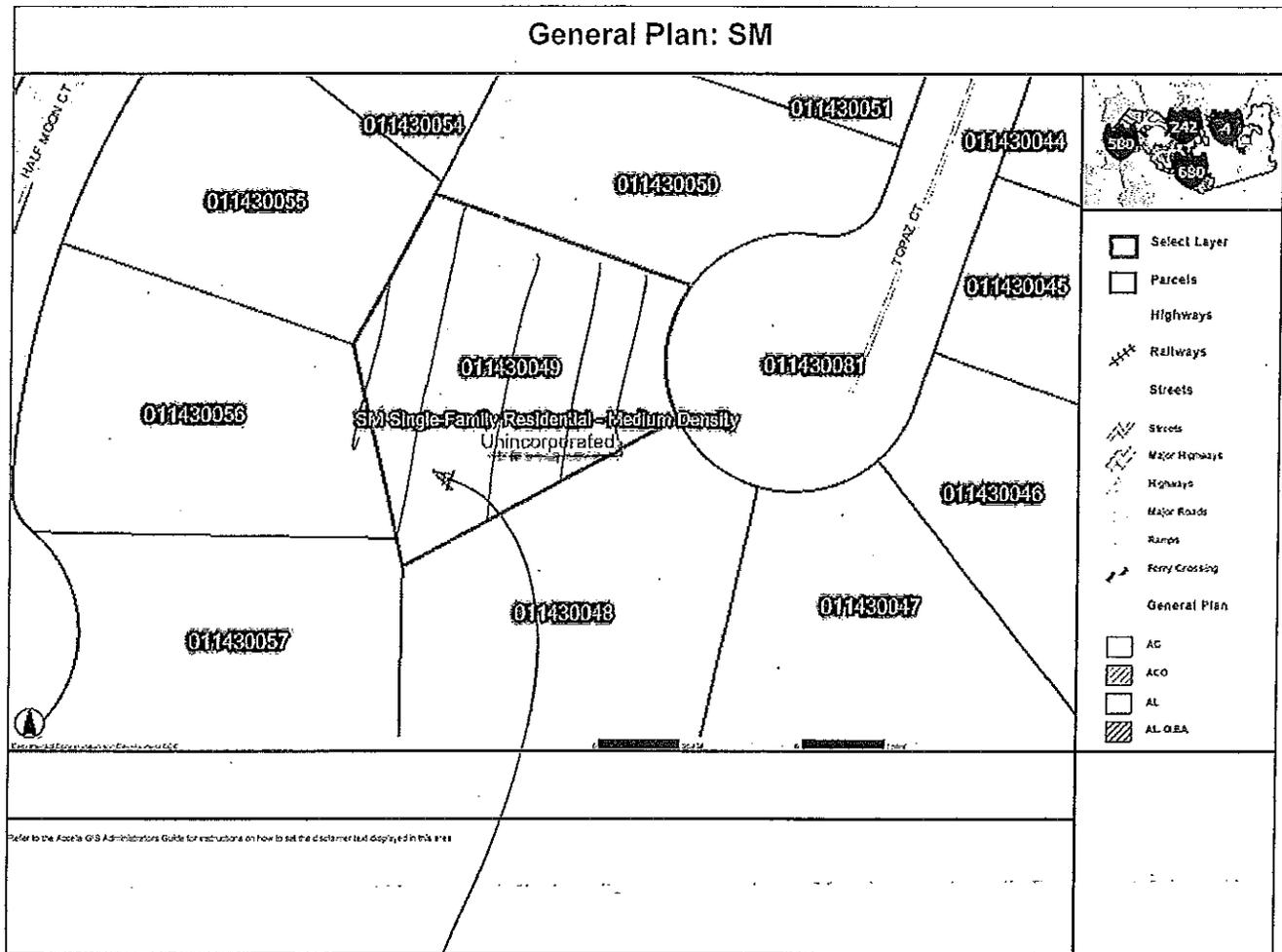
Application description: THE APPLICANT REQUESTS APPROVAL OF A HOME OCCUPATION USE PERMIT TO CONDUCT A TAX SERVICE BUSINESS

Property description: LOT 49 OF TRACT 8428

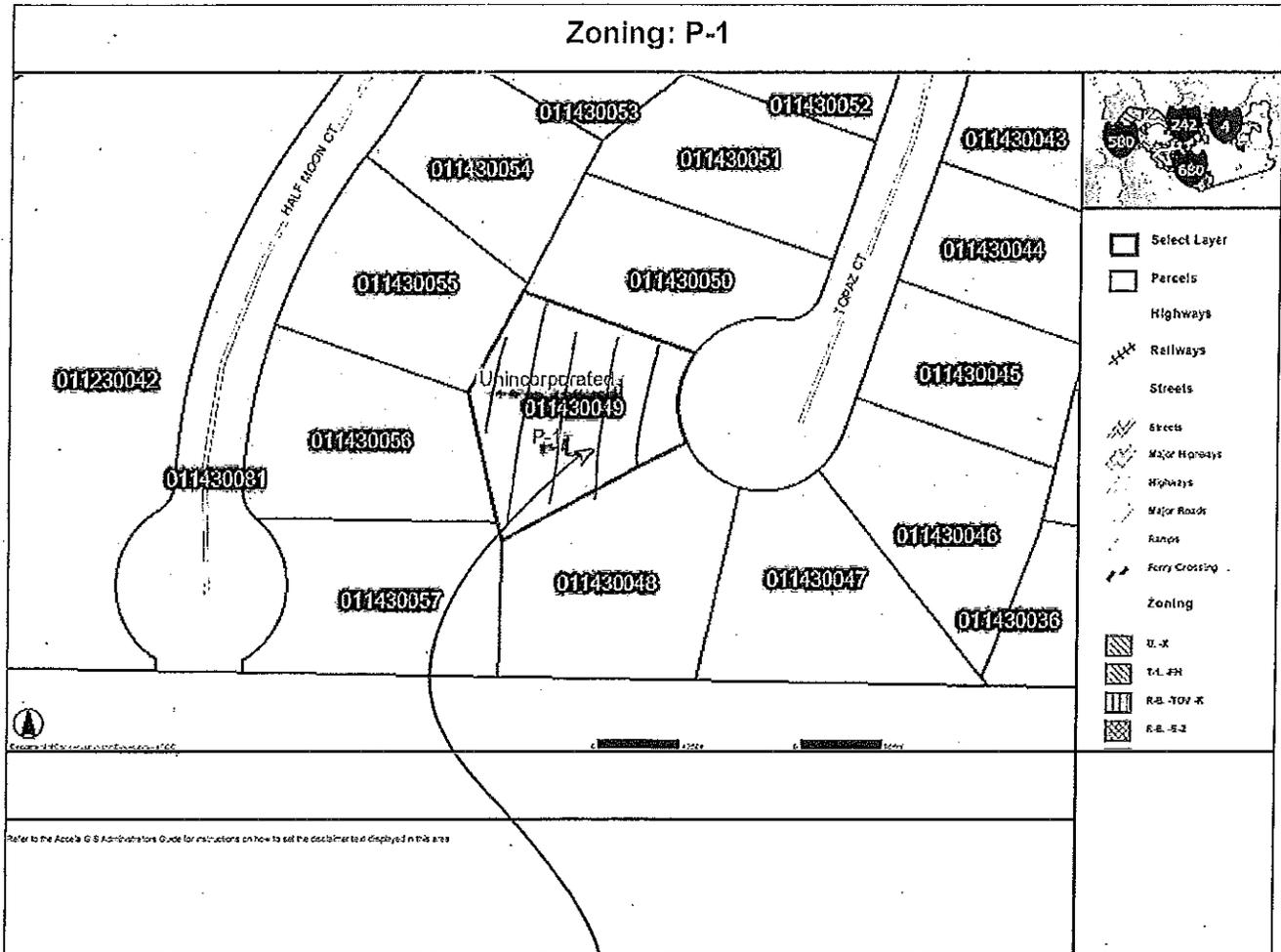
Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8 1/2" X 11"); (b) "Important Notice to Applicants" form signed and dated

Assessor's #: <u>011-430-049</u>	TYPE OF FEE	FEE	CODE	
Zoning District: <u>P-1</u>	*Base Fee/Deposit	\$300.00	S-026	
Census Tract: <u>3040.00</u>	Late Filing Penalty (+50% of above if applicable)		S-066A	
Atlas Page:	Notification Fee = # Addresses X \$1.50 + \$30.00	<u>30.00</u>	S-052B	
General Plan: <u>SM</u>	Environmental Health Dept.	47.00	5884	
Supervisory District: <u>3</u>				
Area: <u>DISCO BAY EAST CC</u>	TOTAL	\$ <u>330.00</u>		Received by: <u>RYAN AGUILAR</u>
Fire District: <u>FIRE</u>	Receipt	# <u>2012-003748</u>		Date Filed: <u>12/18/2012</u>
CEQA: <u>Categorically Exempt</u>	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # <u>LP 12-2143</u>
<input checked="" type="checkbox"/> 1(n) HOME OFFICE <input type="checkbox"/> CLASS _____				

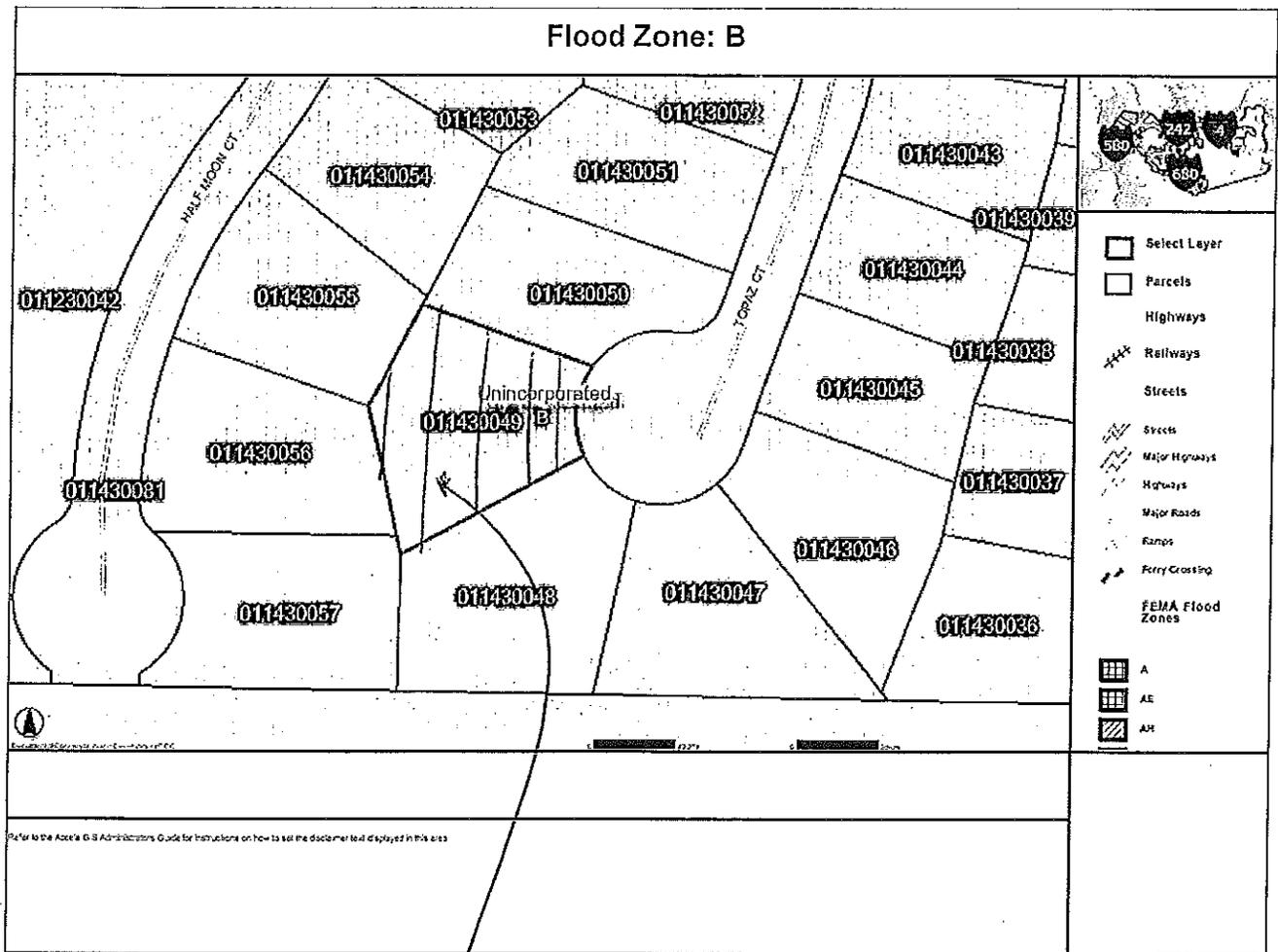
PLEASE COMPLETE REVERSE SIDE



SITE

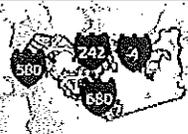
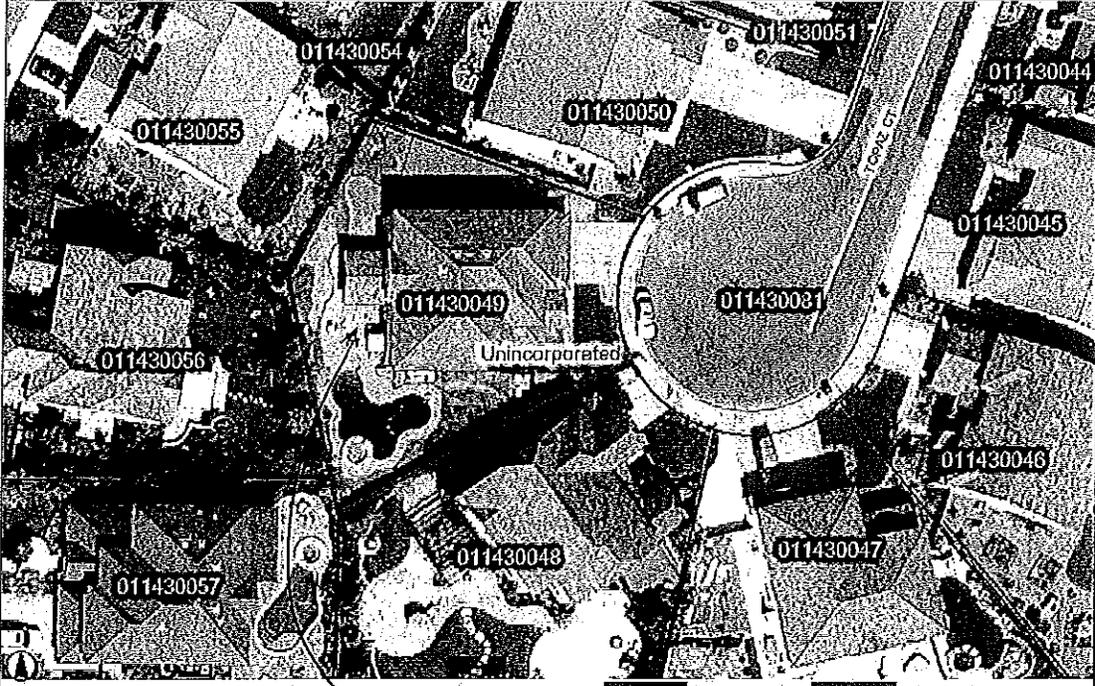


SITE



SITE

Aerial Photo



- Select Layer
- Parcels
- Highways
- Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Rivers
- Ferry Crossing
- City Limits
- Ancho
- Brentwood
- Clayton
- Concord

Refer to the ArcGIS Desktop Administrators Guide for instructions on how to set the disclaimer to display in this area

SITE

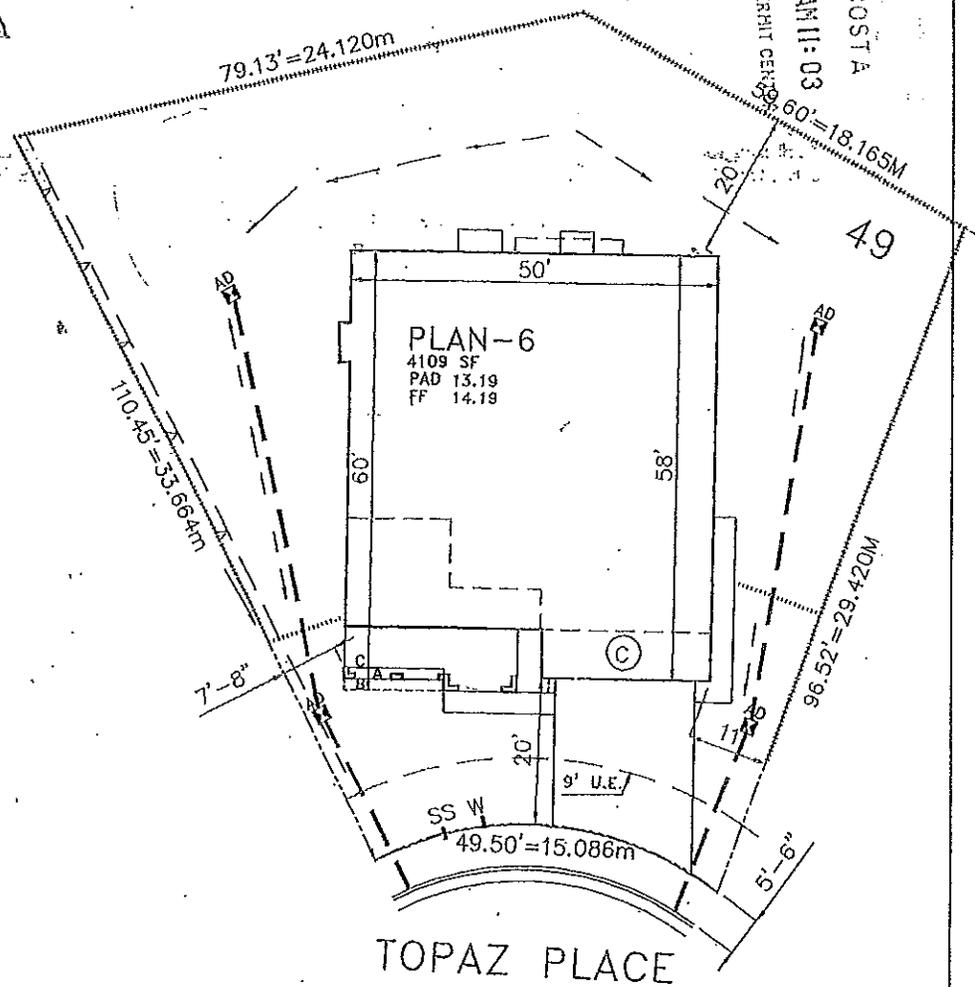
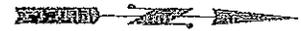
Steph W

PRELIMINARY

Date 1-14-03

ALL DIMENSIONS ARE
SUBJECT TO CHANGE
PRIOR TO CONSTRUCTION

CONTRA COSTA
2012 DEC 18 AM 11:03
APPLICATION & PERMIT CENTER



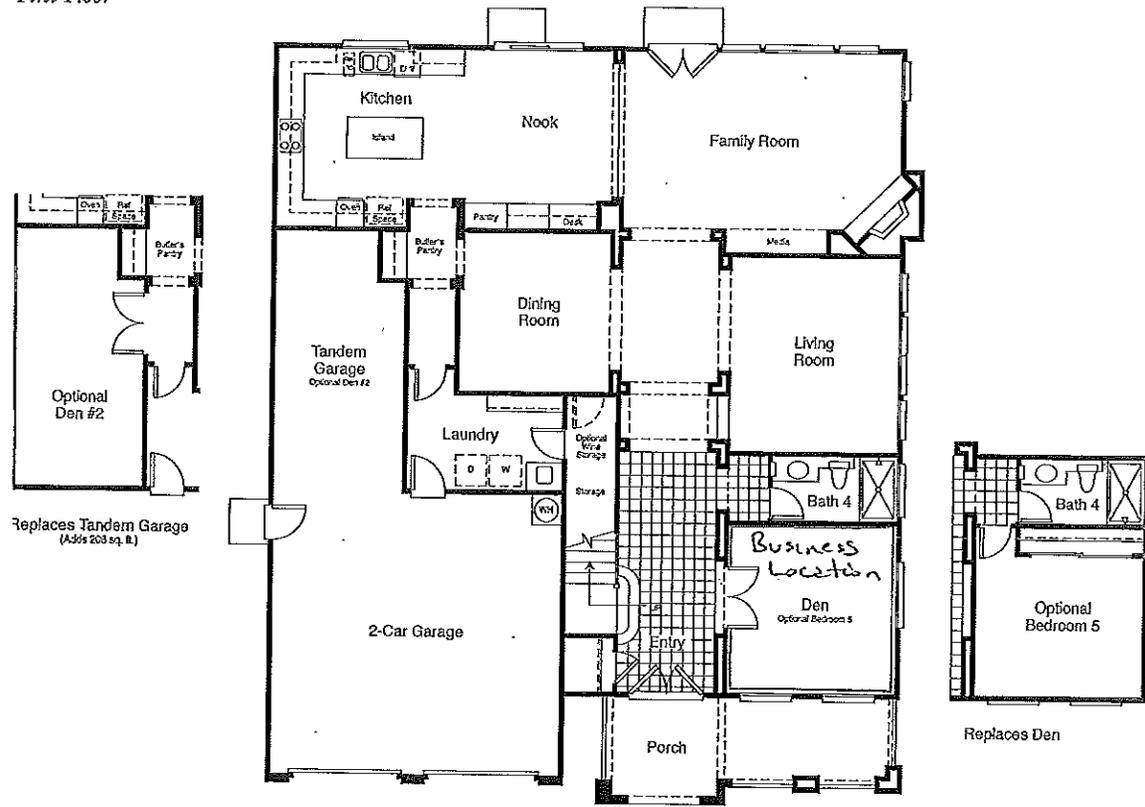
TOPAZ PLACE



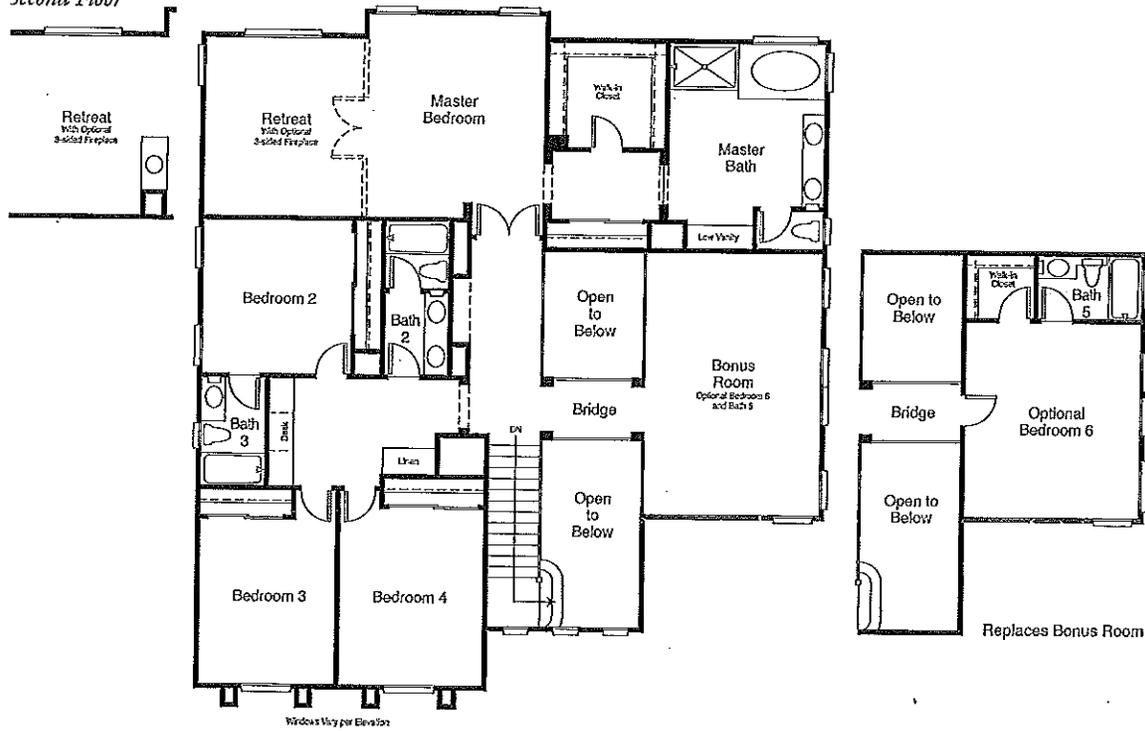
6/11/02
 5/23/02
 2/19/02
 1/30/02
PLOT PLAN
 SCALE: 1" = 20'-0"
 LOT 49 SUB 8428
 LAKESHORE #2 REFLECTIONS
 DISCOVERY BAY WEST
 HOFMANN CONST. CO.



First Floor



Second Floor





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Documentation For
Agenda Item # I



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Agenda Item # J



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Agenda Item # K



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Agenda Item # L



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Documentation For
Agenda Item # M



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice - President - Kevin Graves • Director - Bill Pease • Director - Mark Simon • Director - Ray Tetreault

December 20, 2012

Simar Gill
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553-4601

RE: County File Number LP12-2121 (Mankin-3554 Keystone Loop; Discovery Bay - Home Occupation Use Permit Application for Approval of Administrative Portion of Computer Merchandising)

Dear Simar Gill:

The Town of Discovery Bay Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of December 19, 2012.

The Board commented that they do not want an increase of customer or pedestrian traffic due to the new business, along with no delivery of any hazardous materials.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay

RH/ca
Cc: Board of Directors



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice - President - Kevin Graves • Director - Bill Pease • Director - Mark Simon • Director - Ray Tetreault

December 20, 2012

Debra Laughlin
Contra Costa County Department of Conservation and Development
Community Development Division
30 Muir Road
Martinez, CA 94553-4601

RE: County File Number LP12-2139 (Slack-119 Galley Court, Discovery Bay - Home Occupation Use Permit Application for Approval of Administrative Portion of Laundry Business)

Dear Debra Laughlin:

The Town of Discovery Bay Board of Directors heard testimony and took under consideration the above referenced matter at their regular meeting of December 19, 2012.

The Board commented that they do not want an increase of customer or pedestrian traffic due to the new business, along with no delivery of hazardous materials and no laundering on site.

Sincerely,

Rick Howard, General Manager
Town of Discovery Bay

RH/ca
Cc: Board of Directors



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice - President - Kevin Graves • Director - Bill Pease • Director - Mark Simon • Director - Ray Tetreault

December 20, 2012

Honorable Supervisor Mary Nejedly Piepho, District III
Contra Costa County Board of Supervisors
3361 Walnut Boulevard
Brentwood, CA 94513

Subject: Proposed Contra Costa County Land Use Home Occupation Permit Process Modification

Dear Supervisor Piepho:

Thank you for your letter of December 3, 2012 in which you seek input from the Town of Discovery Bay Board of Directors pertaining to the proposed Contra Costa County Land Use Home Occupation Permit process modification.

As the local elected legislative body for the Discovery Bay area, the Board appreciates the opportunity to comment on activities proposed for our community through the distribution of the "Agency Comment Request" form by the County's Department of Conservation and Development (DCD). We recognize and appreciate that DCD is seeking alternative methods of service delivery to the residents of Contra Costa County.

The Board considered this item at their regular meeting of December 19, 2012 and supports the pilot program proposed by DCD to streamline the Home Occupation Permitting process. The Board would however, like to be kept abreast of the pilot project's findings once they are compiled and a final recommendation is contemplated as to whether the pilot project will become permanent or DCD will revert to the process currently in place. During the pilot project study period the Board would also like to ensure that DCD continue to take into consideration the effects Home Occupation Permits have on the local community including fire safety, traffic impacts (both vehicular and pedestrian); any potentially hazardous materials proposed for on-site use and or storage/distribution; and any impacts to air quality.

Again, the Town of Discovery Bay appreciates the opportunity to comment on this proposed modification and looks forward to the projects findings.

Sincerely,

V. Chris Steele, Board President
Town of Discovery Bay

VCS/ca

Cc: Board of Directors



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Agenda Item # 0



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